

**TITLE I MONITORING FORM
PROJECT ADMINISTRATION
Elementary and Secondary Education Act (ESEA)
Public Law 107-110**

District _____ **School** _____ **Date of Review** _____

Reviewer(s) _____

Attendance Area Selection

Monitoring Requirements	Evidence of Compliance	Compliant
1. All district schools, including charter schools, are listed in the project application.	<input type="checkbox"/> Project application, page 2 <input type="checkbox"/> Charter school desk audit <input type="checkbox"/> Printed list from district website of all schools	<input type="checkbox"/>
2. Documents are on file to support attendance count and low-income count for all district schools including charter schools utilizing one or more of the following: <ul style="list-style-type: none"> ▪ Locally established attendance count (excluding Pre-K) ▪ Documentation of 135-day ADM ▪ Documentation of private school enrollment ▪ Locally established low-income count (excluding Pre-K) using data from free and reduced lunch count for March (SNACS report) or other appropriate data source. 	<input type="checkbox"/> Locally established attendance count (excluding Pre-K) <input type="checkbox"/> Documentation of 135 day ADM <input type="checkbox"/> Documentation of private school enrollment [if serving private school(s)] <input type="checkbox"/> Locally established low-income count (excluding Pre-K) using data from free and reduced lunch count for March (SNACS report) <input type="checkbox"/> Other _____	<input type="checkbox"/>

Monitoring Requirements	Evidence of Compliance	Compliant
3. Reviewer can follow the application of one of the following to determine eligible schools: <ul style="list-style-type: none"> ▪ 35% rule ▪ District percentage ▪ One year grandfather provision ▪ Special rule ▪ One school per grade span ▪ 1000 or fewer students in the district 	<input type="checkbox"/> 35% rule chosen <input type="checkbox"/> District percentage utilized <input type="checkbox"/> One year grandfather provision <input type="checkbox"/> One school per grade span <input type="checkbox"/> 1000 or fewer students in the district <input type="checkbox"/> Special rule – identify below	<input type="checkbox"/>
4. Documents are on file to support the designation and ranking of schools. (The same poverty measure was used to rank all schools.)	<input type="checkbox"/> Documentation of 135-day ADM <input type="checkbox"/> Documentation of private school enrollment <input type="checkbox"/> Locally established low-income count (excluding Pre-K) using data from free and reduced lunch count for March (SNACS report)	<input type="checkbox"/>
5. All schools with 75% or more poverty are being served, if funds are available.	<input type="checkbox"/> Project application, page 2d <input type="checkbox"/> N/A for district with one school per grade span or district with less than 1000 students	<input type="checkbox"/>
6. Funds have been allocated so that the per pupil Title I allocation for the highest poverty schools is equal to or greater than the per pupil Title I allocation for lower poverty schools.	<input type="checkbox"/> Project application, page 2d	<input type="checkbox"/>
7. If a school with less than 35% poverty is served, the LEA has adhered to the 125% rule.	<input type="checkbox"/> Project application, page 2d	<input type="checkbox"/>

Monitoring Requirements	Evidence of Compliance	Compliant
<p>8. If a school is skipped for service, the LEA has documentation to show that the three criteria found in Section 1113(b)(1)(D) of the law have been met.</p> <ul style="list-style-type: none"> ▪ School meets comparability requirement of Section 1120A(c), ▪ School is receiving supplemental funds from other state or local sources that are spent according to the requirements of Section 1114 or 1115, and ▪ Funds expended from such other sources equal or exceed the amount that would be provided under Title I. 	<ul style="list-style-type: none"> <input type="checkbox"/> Documentation establishes that the LEA is able to demonstrate comparability compliance. <input type="checkbox"/> School plan for the skipped school (either Schoolwide or Targeted Assistance) <input type="checkbox"/> District accountability printout of funds expenditure for the skipped school 	<input type="checkbox"/>

Project Consultation

Monitoring Requirements	Evidence of Compliance	Compliant
<p>1. Documentation shows that the LEA has developed its Title I plan in a timely manner utilizing consultation with teachers, principals, administrators, other appropriate school personnel, and parents of children in schools served under Title I.</p>	<p><input type="checkbox"/> The following LEA planning team documentation:</p> <ul style="list-style-type: none"><input type="checkbox"/> LEA planning team meeting notice<input type="checkbox"/> LEA planning team sign-in sheets<input type="checkbox"/> LEA planning team agenda<input type="checkbox"/> LEA planning team minutes	<p><input type="checkbox"/></p>

Time and Attendance Records (CFR, Circular A-87)

Monitoring Requirements	Evidence of Compliance	Compliant
1. Documentation shows that Title I employees, whose salaries are paid from more than one funding source, have maintained appropriate time distribution records reflecting actual activities and time the employees spend on identified projects. The records are signed by the employee's supervisor. However, if an employee is paid 100% with Title I funds, a biannual certificate of full time Title I employment is sufficient.	<div><input type="checkbox"/> Certificate of 100% Title I funding</div> <div><input type="checkbox"/> Work logs for current year identifying employee and signed by immediate supervisor.</div> <div><input type="checkbox"/> Accounting report indicating fund charged for Title I staff</div>	<div><input type="checkbox"/></div>

Prorated Personnel (To be completed by Title I monitor. Information is reflected on page 3A of the project application.)

Position	Name of Individual	Title I FTE	Full-Time

District Set-Aside

Monitoring Requirements	Evidence of Compliance	Compliant
<p>Districts receiving \$500,000 or more in Title I allocation have set aside at least 1% of the new grant amount for parent involvement. At least 95% of this set aside is distributed to Title I Schools</p> <p>(Note: The new grant amount excludes carryover.)</p>	<input type="checkbox"/> Project application page 1a, line 3 <input type="checkbox"/> Project application page 2c addendum <input type="checkbox"/> Accounting report verifying that 95% of this set aside has been distributed to Title I schools <input type="checkbox"/> Project application page 2c	<input type="checkbox"/>
<p>District has set aside an appropriate amount of Title I funds to assist in the education of homeless children.</p>	<input type="checkbox"/> Project application page 2c <input type="checkbox"/> Project application page 2c addendum <input type="checkbox"/> Accounting report verifying budget for homeless education <input type="checkbox"/> Accounting report verifying expenditures for homeless education (if applicable)	<input type="checkbox"/>
<p>District has set aside appropriate Title I funds for the education of neglected or delinquent children, if applicable.</p>	<input type="checkbox"/> Project application page 2c <input type="checkbox"/> Project application page 2c addendum <input type="checkbox"/> Accounting report verifying budget for neglected or delinquent education <input type="checkbox"/> Accounting report verifying expenditures for neglected or delinquent education (if applicable)	<input type="checkbox"/>

Monitoring Requirements	Evidence of Compliance	Compliant
<p>District has set aside funds for choice and supplemental educational services if applicable. District only has to do choice and supplemental educational services if the district has schools identified as being either a “Focus” or a “Priority” school. The amount of funds reserved for choice and supplemental educational services will depend on what category those schools identified fall into.</p> <p>The requirements are:</p> <ul style="list-style-type: none"> • District must reserve at least 10 percent if the identified schools are in the category of “Focus” schools • District must reserve at least 20 percent if the identified schools are in the category of “Priority” schools • District must reserve at least 20 percent if they have schools that are in <u>both</u> categories of “Focus” and “Priority” schools <p>(Note: The new grant amount excludes carryover.)</p>	<p><input type="checkbox"/> Project application page 2c</p> <p><input type="checkbox"/> Project application page 2c addendum</p> <p><input type="checkbox"/> Accounting report verifying budget for choice and/or supplemental educational services</p> <p><input type="checkbox"/> Accounting report verifying expenditures for choice and/or supplemental educational services education (if applicable)</p> <p><input type="checkbox"/> District has no schools identified as “Focus” or “Priority” schools.</p>	<p><input type="checkbox"/></p> <p>NA <input type="checkbox"/></p>
<p>1. District set-asides are allowable and equitable.</p>	<p><input type="checkbox"/> If applicable, the district has set reasonable criteria for the expenditure of district set-aside funds for school-level activities in which only a select school or schools benefits.</p> <p><input type="checkbox"/> District accounting report of Title I expenditures to be compared to the Title I project</p> <p><input type="checkbox"/> LEA administration expenditures verified through district accounting report</p>	<p><input type="checkbox"/></p>

Qualifications of Teachers and Paraprofessionals

Monitoring Requirements	Evidence of Compliance	Compliant
<p>1. The LEA can document by policy or procedure that all teachers hired after the first day of the first school year following the date of enactment of the Elementary and Secondary Education Act (ESEA) (Fall 2002) and teaching in a program supported with Title I funds are highly qualified.</p>	<p><input type="checkbox"/> Written district policy or procedure <input type="checkbox"/> Evidence that staff is highly qualified <input type="checkbox"/> Letters to parents regarding non-highly qualified teachers (if applicable).</p>	<p><input type="checkbox"/></p>
<p>2. The LEA main office and each Schoolwide and/or Targeted Assistance school have a copy of the principal's attestation that the school is in compliance with the qualification and duty requirements of ESEA, Section 1119 on file. The LEA main office and school will make the principal's attestation available to the public upon request.</p>	<p><input type="checkbox"/> Attestation form has been completed and is on file at the LEA main office and at each Title I school.</p> <p>(See the Office of Federal and State Accountability's Title I page on the State Department of Education's Web site for an attestation form.)</p>	<p><input type="checkbox"/></p>
<p>3. Except for paraprofessionals whose duties are exceptions*, all paraprofessionals in a Schoolwide or Targeted Assistance school meet the requirements of ESEA Section 1119.</p> <p>*Examples of exceptions: translators, cafeteria workers, non-instructional paraprofessionals, parent involvement paraprofessionals, and child care paraprofessionals.</p>	<p><input type="checkbox"/> Printout listing currently employed instructional aides with notation of compliance</p> <p>OR</p> <p><input type="checkbox"/> List of currently employed instructional aides</p> <p><input type="checkbox"/> College transcript or copy of Para Pro, or Work Keys or district test score for each currently employed instructional aide.</p> <p><input type="checkbox"/> Para pro records regarding highly qualified status</p>	<p><input type="checkbox"/></p>
<p>4. All paraprofessionals in a Schoolwide or Targeted Assistance school have earned a secondary school diploma or its recognized equivalent.</p>	<p><input type="checkbox"/> District policy (if district requires a secondary school diploma or its equivalent for employment)</p> <p>OR</p> <p><input type="checkbox"/> List of currently employed instructional aides</p> <p><input type="checkbox"/> Copy of high school transcript, secondary school diploma or its recognized equivalent</p>	<p><input type="checkbox"/></p>

Parents Right to Know

Monitoring Requirements	Evidence of Compliance	Compliant
1. Evidence is available to confirm that parents of Title I served children have been notified of their right to request information regarding the professional qualifications of the student's classroom teachers in accordance with ESEA Section 1111 (h)(6) of the law.	<input type="checkbox"/> Timely notification to parents containing parents right to know information	<input type="checkbox"/>
2. LEA has responded to such requests from parents in a timely manner.	<input type="checkbox"/> District procedure for responding to parents <input type="checkbox"/> Documentation of response to parent's requests	<input type="checkbox"/>
3. Evidence is available to confirm that schools have provided each individual parent with information on and interpretation of the level of achievement of the parent's child in each of the state's assessments.	<input type="checkbox"/> Written documentation of explanation of students' state assessment results <input type="checkbox"/> Test scores <input type="checkbox"/> Date(s) of testing <input type="checkbox"/> Date(s) of parent conferences <input type="checkbox"/> Sample of information shared with parents	<input type="checkbox"/>
4. Timely notice has been provided to each parent whose child has been assigned or has been taught for four or more consecutive weeks by a teacher who is not highly qualified. This information has been provided in an understandable and uniform format, and to the extent practicable, in a language that parents can understand.	<input type="checkbox"/> Copies of letters sent to parents of students who are being taught for four or more consecutive weeks by a teacher who is not highly qualified, if applicable.	<input type="checkbox"/>

Recordkeeping (GEPA, Section 437, EDGAR 76.734)

Monitoring Requirements	Evidence of Compliance	Compliant
1. A procedure is in place for retention of pertinent Title I documentation (i.e. target area selection, needs assessment, evaluation, student selection, etc.) for a period of three years after the close of the fiscal year in which the funds were spent.	<input type="checkbox"/> Explanation of district's procedure and/or policy for retaining pertinent documentation	<input type="checkbox"/>

Travel (Circular A-87 Attachment B, Item 28)

Monitoring Requirements	Evidence of Compliance	Compliant
1. Travel costs for transportation, lodging, subsistence and related items charged to Title I are incurred by employees in travel status on official Title I business. The charges are consistent with those normally allowed in like circumstances in non-federally sponsored activities.	<input type="checkbox"/> Travel forms indicate the reason for travel and, as applicable, the costs for transportation, lodging, subsistence and other related items. <input type="checkbox"/> Travel is aligned with needs of the Title I project <input type="checkbox"/> Accounting report of Title I expenditures for travel <input type="checkbox"/> State Department of Education desk audit results	<input type="checkbox"/>

Meetings and Conferences (Circular A-87, Attachment B, Item 19(c))

Monitoring Requirements	Evidence of Compliance	Compliant
1. Costs for meetings and conferences are charged to Title I when the primary purpose of the meeting is dissemination of technical information relating to Title I. The LEA has followed the limitations on travel expenses for meetings and conferences as outlined in the administration manual and the charges are consistent with regular practices followed for non-federally sponsored activities.	<input type="checkbox"/> Expenditure forms for conferences and meetings indicate the specific meeting and/or conference. Expenditures are consistent with regular practices for non-federally sponsored activities. <input type="checkbox"/> State Department of Education desk audit results <input type="checkbox"/> Accounting report of Title I expenditures for meetings and conferences	<input type="checkbox"/>

Comparability (ESEA, Section 1120(A))

Monitoring Requirements	Evidence of Compliance	Compliant
1. LEA has calculated the instructional staff : pupil ratio to demonstrate comparability as required by the State Department of Education. Other methods to prove comparability can be utilized if the staff : pupil ratio is not sufficient.	<input type="checkbox"/> Documentation establishes that the LEA is able to demonstrate comparability compliance. (See the Office of Federal and State Accountability's Title I page on the State Department of Education's Web site for comparability information.) <input type="checkbox"/> If a different option was used to demonstrate comparability, list option. <hr/> <input type="checkbox"/> Date comparability was completed. <hr/> <input type="checkbox"/> Staff and student counts taken on same day <input type="checkbox"/> Not applicable for this district	<input type="checkbox"/>

Supplement, Not Supplant (ESEA, Section 1120A(b)(1)(A))

Monitoring Requirements	Evidence of Compliance	Compliant
1. The district has not used Title I funds to provide services that the district was required to make available under federal, state or local law.*	<input type="checkbox"/> Current Application (for example, class size reduction nurses, projects funded by grants etc.) <input type="checkbox"/> Proof of positions that would have been eliminated due to state budget shortfalls (eg. school board minutes).	<input type="checkbox"/>
2. The district has not used Title I funds to provide services that the district provided with non-Title I funds in the prior year(s).*	<input type="checkbox"/> Current Application (for example, class size reduction, nurses, projects funded by grants etc.) <input type="checkbox"/> Proof of positions that would have been eliminated due to state budget shortfalls (eg. school board minutes).	<input type="checkbox"/>
3. The district has not used Title I funds to provide services for participating children that the district provided with non-federal funds for non-participating children.*	<input type="checkbox"/> Current Application (for example, class size reduction, nurses, projects funded by grants etc.)	<input type="checkbox"/>

Maintenance of Fiscal Effort, (ESEA, Section 1120(A))

Monitoring Requirements	Evidence of Compliance	Compliant
1. The LEA can document that it has maintained fiscal effort in accordance with Section 9521 of the Elementary and Secondary Education Act.	<input type="checkbox"/> Documentation is available to verify the district has maintained fiscal effort in accordance with Section 9521 of ESEA. (See the Office of Federal and State Accountability's Title I page on the State Department of Education's Web site for maintenance of effort information.) <input type="checkbox"/> Completed SEA maintenance of effort worksheets (backup documentation for worksheets to be included) <input type="checkbox"/> District annual audit reports for the applicable years <input type="checkbox"/> Project application page 1.	<input type="checkbox"/>